

## **General Services Administration Federal Supply Schedule**

### **Authorized Federal Supply Schedule Price list**

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov.

**Schedule Title:** Office Imaging And Document Solutions

**FSC Groups:** 36

**FSC Class:** 51-506 – Document Conversion Services

**Contract Number:** GS-25F-0012S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

**Contract Period:** February 9, 2006 through October 9, 2011

**Contractor:** BUSINESS IMAGING SYSTEMS, INC.  
**Address:** 13900 N. Harvey  
Edmond, OK. 73013

**Phone:** 405-507-7000  
**Fax:** 405-848-1152

**Website:** [www.bisok.com](http://www.bisok.com)  
**Email:** [drotelli@bisok.com](mailto:drotelli@bisok.com)

**Small Business**

The prices listed herein are net prices (discount deducted).

**Customer Information:**

- 1a. SIN'S: 51-506
- 1b. Low price item SIN 51-506: Document Re-Build  
Per Image, \$.02
- 1c. Description of hourly services:

**1. Content Management Application Developer** **SIN = 51 506**

- **Functional Responsibility**

The Content Management Application Developer utilizes technologies associated with Image Capture, Data Conversion, Integration and Content Management to Develop, Customize, Program, Design, and Modify software applications. These Professional Services include, but are not limited to: desktop application software, client / server software, COM components, data processing, web-based systems, e-commerce, low-level hardware interfaces, data mining, knowledge management, data distribution, image processing, and proprietary data customization. Reviews project Statement of Work and Scope of Work to design, refine, or improve software applications.

- **Experience / Education Requirements**

Experience: The equivalent of four years experience in a management or supervisory position in Application Development, Programming Techniques, Image Capture, Data Conversion, Integration, Document Imaging or Content Management.

Education: Certification and proficiency in one or more of the following: Programming Languages, Software Application Development, Operating Systems, Network Technology, Computer Environments, Document Imaging, and/or Content Management.

**2. Project Manager** **SIN = 51 506**

- **Functional Responsibility**

Project Managers Consult, analyze, conceptually design, plan, organize, track, direct and deploy Document Imaging, Content Management, or Document Conversion projects to completion. Works closely with client personnel and becomes liaison between client and vendor. Ensures all timelines, goals, and objectives are met and carried out according to Statement of Work and Contractual Obligations. Very adept in defining initial objections, analyzing workflow, technology deployment, demonstrating systems, solving document management issues, oral communication and written documentation.

- **Experience / Education Requirements**

*Experience:* The equivalent of four years experience in a project management or supervisory position in Document Imaging, Content Management and/or Documents Conversion.

*Education:* Certification and proficiency in one or more of the following: Computer Systems, Computer Technology, Computer Science, Information Systems, Enterprise Information Management, Document Imaging, Software Applications and/or Content Management.

### 3. Workflow and Content Consultant

SIN = 51 506

- **Functional Responsibility**

The Content Management Consultant meets with client representatives to analyze, examine, and evaluate the current document management procedures and identify avenues to be taken in which to improve the process by implementation of document imaging and /or content management technology. Experienced in evaluating document management issues, system parameters, system component requirements, and document control issues. Acts as the technical lead on Document Imaging and Content Management projects and as a liaison between client Information Technology and Administrative personnel and vendor.

- **Experience / Education Requirements**

*Experience:* The equivalent of four years experience in a management or supervisory position in Information Systems Technology, Project Management, Document Imaging and/or Content Management.

*Education:* Certification and proficiency in one or more of the following: Information Systems Technology, Software Applications, Network Technology, Computer Environments, Document Imaging, and Content Management.

### 4. Content Systems Integrations Specialist / Technician

SIN = 51 506

- **Functional Responsibility**

The Content Systems Integrations Specialist and Technician performs services, installations, training, testing and configuring associated with client Document Imaging and Content Management projects. This can include, but is not limited to, Document Capture, Content Management, Enterprise Report Management, Forms Processing, Electronic Messaging Storage and Management, Workflow, and Data Storage Management projects. Communicates with client representatives and offers suggestions for equipment / software upgrade to improve automated business process.

- **Experience / Education Requirements**

Experience: The equivalent of two years experience in Information Systems Hardware Maintenance and Repair and Software Application technology as it applies to the Document Imaging and Content Management Industry.

Education: Certifications and proficiency in the repair and maintenance of micrographic and digital equipment and technology and in the performance and maintenance of software application technology.

- |         |   |   |
|---------|---|---|
| 2.      | Maximum Order:  | \$500,000   |
| 3.      | Minimum Order:  | \$100   |
| 4.      | Geographic coverage:                                    | CONUS/ National   |
| 5.      | Point of production:                                    | Edmond, OK. 73013   |
| 6.      | Discount from list prices<br>or statement of net price: | <See Price list below>  |
| 7.      | Quantity discounts:                                     | None  |
| 8.      | Prompt payment terms:                                   | Payment terms are Net 30 days   |
| 9a./ b. | Credit cards:   | Accepted for orders above the minimum order.  |
| 10.     | Foreign items:  | None  |
| 11a.    | Time of Delivery:                                       | SIN 51-506 = As Negotiated with Ordering Activity   |
| 11b.    | Expedited delivery:                                     | SIN 51--506 = As negotiated with Ordering<br>Activity   |
| 11c:    | Overnight & 2 day<br>delivery:                          | Delivered at existing courier rates, if available.<br>Contact Business Imaging Systems, Inc. for<br>availability. |
| 11d.    | Urgent Requirements:                                    | Contact Business Imaging Systems, Inc.<br>Email: <a href="mailto:drotelli@bisok.com">drotelli@bisok.com</a>       |
| 12.     | F.O.B. Points:  | 13900 N. Harvey<br>Edmond, OK. 73013  |
| 13a.    | Ordering address:                                       | Business Imaging Systems, Inc.<br>13900 N. Harvey<br>Edmond, OK. 73013  |
|         |   | Phone: 405-507-7000<br>Fax: 405-848-1152  |

- |      |  |  |
|------|--|--|
| 13b. | Ordering procedures:                                 | For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> ). |
| 14.  | Payment address:                                     | Business Imaging Systems, Inc.<br>13900 N. Harvey<br>Edmond, OK. 73013   |
| 15.  | Warranty provision:                                  | N/A  |
| 16.  | Export packaging charges:                            | N/A  |
| 17.  | Terms & conditions of Government purchase card:      | Accepted for orders over the minimum order value.  |
| 18.  | Terms & conditions of rental, maintenance or repair: | N/A  |
| 19.  | Terms & conditions of installation:                  | <see insert>   |
| 20.  | Terms & conditions of repair parts:                  | N/A  |
| 20a. | Terms & conditions of services:                      |  |

## **51 506 DOCUMENT CONVERSION SERVICES**

**DESCRIPTION:** The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

**PURPOSE:** This Multiple Award Schedule will offer a full range of Document Conversion Services. Contractors shall provide document conversion services in response to individual agency orders.

**SCOPE:** Document conversion consists of scanning document images and converting them into electronic digital data, which is then transferred into a new format, and media for use in a document

imaging, retrieval, and storage system. This SOW addresses the "backfile and day-forward conversion" of documents, which includes both file and data format and media conversion.

It does not include data processing and communications equipment (e.g., digital computers, display devices, software, LAN/WAN networks), which may be employed in a document imaging, retrieval, and storage system. The types of DCS may include, but is not limited to:

- Index data migration
- Project evaluation or discovery
- Optical mark scanning (OMR)
- PDF Electronic file forms
- Web Hosting (ASP)

**GENERAL REQUIREMENTS:** Unless otherwise specified by the ordering activity, the following general requirements are applicable to document conversion performed under this contract:

- a. **Contractor Responsibility** - The Contractor shall be responsible for furnishing all items used in performing the work unless otherwise specified or approved by the Contracting Officer. The Contractor will act independently and not as an agent of the Government.
- b. **Document Conversion** - The contractor shall scan a variety of source documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, or legal instruments) from a variety of source media (e.g., paper, film, microfiche, aperture cards, magnetic tape, or Mylar) having varying degrees of image quality (e.g., crisp originals, faded, poor contrast, or overexposed photographs) using character recognition (e.g., OCR, ICR) into a compressed digital file (e.g., C4 compressed image file format) and deliver that file in a variety of output file formats (e.g., PDF, SGML, HTML, XML, CAD, word processing) on a variety of output media (e.g., optical disks, magnetic tape, or CD-ROM).
- c. **Image Enhancement** - The contractor shall perform image enhancement immediately after scanning. Image enhancement shall allow soiled, faded, deteriorated, and inferior quality images to be "cleaned-up". The image enhancement process shall reduce background noise and improve uneven line widths, dull edges, faded areas, and uneven illumination. If required by the ordering activity, special image enhancement (e.g., removal of date stamps and other markings, deskewing images to within 5 degrees or less of skew, cropping, rotation) shall be accomplished during the document conversion process.
- d. **Indexing** – The contractor shall provide an index (in both hardcopy and digital format) for all converted data. The index shall permit tracking, retrieval, and storage of converted documents. The index shall be as specified by the ordering activity and shall consist, as a minimum, of the document number, document title, page number, revision level, and date. The index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.
- e. **Data Entry** – The contractor shall provide keystroke data entry, as required.
- f. **Delivery Media** - The contractor shall deliver the digitally converted data in an output media (e.g., CD-ROM, 4mm DAT or 8mm magnetic tape; 9-Track 1600 BPI or 6250 BPI magnetic tape; 3.5 inch,

5.25 inch, 12 inch, or 14 inch Write-Once Read-Many (WORM) optical or magnetic disks and/or Write-Many Read-Many optical disks) and output format (e.g., PDF text and/or image files, TIFF, BMP, JPEG, HTML, ASCII text, SGML tagged for electronic distribution or publishing, XML, CAD, word processing), as specified by the ordering activity. Delivery media shall be labeled in such a manner as to identify the contents of the deliverable.

g. **Source Document Inspection** - The contractor shall inspect all source documents and shall notify the ordering activity's Contracting Officer of any condition which will likely prevent successful performance of the work required. Such notification shall be received by the Contracting Officer within ten (10) working days (or as stipulated on the individual agency task order) following receipt of the source documents.

h. **Quality Assurance** - Unless otherwise specified by the ordering activity, the contractor shall perform 100% quality assurance of the scanned images to ensure that an image is produced for each page or microform frame; the image is equal to or better than the readability of the source page or microform frame; and the image is in accordance with the ordering activity's requirements. Marginal images (e.g., due to poor source images or film quality) shall be electronically marked and specified as such in the production reports. All indexing elements and SGML tagged data shall be parsed to ensure compliance with the requirements prior to delivery. Hollerith data shall be verified against the information contained in the title block of the document and will be edited, if necessary, to ensure the accuracy of the fields (e.g., document type, drawing number, drawing revision, sheet revision, card number, number of cards, drawing size, rights code, and security code). The ordering activity reserves the right to perform quality assurance on any products produced under this contract. Failure to meet quality assurance standards will result in re-work at the contractor's expense or contract termination, as appropriate.

i. **Corrections** – Document conversion errors caused by the contractor shall be considered corrections and shall not be charged to the ordering activity as an additional digitized item. Unless otherwise specified by the ordering activity, the contractor shall be liable for corrections for 12 months from output media delivery.

j. **Workmanship Standards** - The quality of services rendered by the contractor shall conform to the standard commercial practice in the document scanning and conversion profession, trade, or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the document scanning and conversion profession, and holding any licenses required by law. Failure to meet workmanship standards will result in re-work at the contractor's expense or contract termination, as appropriate.

k. **Basic Preparation and Handling** - The contractor shall be responsible for basic document preparation and handling during all phases of the document conversion effort. The pre-conversion effort shall include document receipt, inspection, inventory and document preparation for scanning and conversion (e.g., removing bindings, paper clips, attachments, and fasteners; photocopying oversize or undersize documents; purging unnecessary information; repairing damaged originals). The conversion effort shall include all necessary document preparation and handling. The post-conversion effort shall consist of reconstruction of the documents including the attachment of fasteners and bindings, reassemble of the documents into their original configuration, preparing a document inventory listing, and packaging/packing for return shipment to the ordering activity.

- l. **Special Preparation and Handling** - When special preparation and/or handling requirements are specified by the ordering activity, the contractor shall be responsible for any special document preparation and handling requirements (e.g., staple locations being required to be marked during pre-conversion preparation and the documents being re-stapled using their original staple locations at post-conversion).
- m. **Production Reports** – With each delivery, the contractor shall provide a Production Report (in hardcopy and digital format) that describes the data contained on the delivery media. The report shall be provided to the ordering activity's Contracting Officer or COTR and shall contain, at a minimum, the index for each document, number of pages for each document, and total pages.
- n. **Monthly Volume Report** – The contractor shall provide a Monthly Volume Report (in hardcopy and digital format). The report shall be provided to the ordering activity's Contracting Officer and shall, at a minimum, list the number of converted documents delivered and the percentage of work completed.
- o. **Final File** – The contractor shall provide a final file (in both hardcopy and digital format) upon project completion to the ordering activity's Contracting Officer. The file shall delineate those documents for which conversion has been completed; if applicable, the intermediate format in which the each document has been scanned; the applicable character recognition, compression algorithm, output storage media and file format of the stored image; and an index for all converted data. The index shall, as a minimum, consist of each document number, document title, date, revision level, and page number. This index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.
- p. **Backup Copy** - The contractor shall maintain a backup copy of all data generated. The backup copy shall be maintained for a period of 12 months after project completion, unless otherwise specified for a different period by the ordering activity.
- q. **Returned Material** – Unless otherwise specified by the ordering activity, all material provided by the ordering activity shall be returned with the delivered product in the same condition (normal wear and tear excepted) and sequence as the original submission. The contractor shall be responsible for shipping costs, unless otherwise specified by the ordering activity.
- r. **Source Document Destruction** - Upon termination or completion of all work, the Contractor shall comply with the agency requirements for disposal. All materials produced or delivered will become and remain the property of the Government.  
When required by the ordering activity, the contractor shall destroy (rather than return) the source documents.
- s. **Classified Documents** - The contractor shall be responsible for providing the appropriate handling, distribution, and storage of classified documents in accordance with all applicable security regulations and laws.



- t. **Page Pricing** - Unless otherwise specified in the contractor's price proposal, page pricing shall be based on an original source page size of 8.5 inches x 11 inches. Increments for oversize source document pages shall be based on the number of whole or partial 8.5" x 11" pages.
- u. **Drawing Pricing** - Unless otherwise specified in the contractor's price proposal, drawing sheet pricing shall be based on the size of the drawing. Increments for oversize drawings shall be based on the number of whole or partial F size drawings.
- v. **Production Facility** - Unless otherwise specified by the ordering activity, production shall be performed at the contractor's facility. If the ordering activity requires scanning of the documents at a designated facility, the contractor shall provide all the necessary resources (e.g., personnel, equipment, material, and supplies) required to accomplish the work, unless otherwise specified by the ordering activity. However, the ordering activity will be responsible for providing adequate space and electrical power at the designated facility.
- w. **Data Rights** - All data produced in performance shall be the sole property of the Government. The Contractor agrees not to assert rights at common law or equity and not to establish any claim to statutory copyright in such data in whole or in part in any manner or form nor authorize others to do so, without prior written consent of the Contracting Officer. This does not restrict the use or publication of such data by the Contractor or its employees.

**DETAILED REQUIREMENTS:** Unless otherwise specified by the ordering activity, the following detailed requirements are applicable to the contractor's document conversion efforts under this contract:

- a. **Scanning** – Images shall be scanned at 200 DPI (dots per inch) resolution for engineering drawings, 500 DPI for engineering drawings being converted to CAD, and 300 DPI for all other document types, except photographs, which shall be scanned at 400 DPI. Raster images shall be compressed using CCITT Group 4 algorithms as specified in Federal Information Processing Standard (FIPS) Publication 150 "Facsimile Coding Schemes and Coding Control Functions for Group 4 Facsimile Apparatus", prior to transfer to the storage media. The latest revision of FIPS Publication 150 in effect at the date of the order or as specified by the ordering activity shall be used. Proprietary compression algorithms are not acceptable. Hollerith data shall be read during image scanning and provided as an index to the image.
- b. **Indexing/Coding** - The index requirements (e.g., index fields, number of characters, nomenclature for the index fields) shall be specified by the agency. As a minimum (via display of the scanned image), the index shall consist of three fields having a maximum of 30 characters located peripherally on the page.
- c. **Portable Document Format (PDF) Conversion** – Adobe Portable Document Format conversion shall be accomplished in compliance with the latest version of the Portable Document Format Reference Manual (e.g., Version 1.3) in effect on the date of the order or as specified by the ordering activity. PDF converted formatted documents shall replicate all visual characteristics and attributes of the source document. Graphics portions of the source document shall be included in the PDF file as raster images. Scanning of graphic portions shall be provided at a resolution of 300 DPI or greater. PDF converted documents shall contain thumbnail files.

(1) **Image Only Scanned:** Source documents shall be raster scanned at 300 DPI. The scanned image shall be a bitmapped image of the original document and shall be equal to the readability of the original page. The images shall be converted to PDF Image Only files prior to being written to the delivery media.

(2) **Image Plus Edited Text:** Source documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing OCR technology. All free standing standard character text larger than 6 point shall be edited to ensure accuracy of 95% or greater. All converted numerics shall have an accuracy of 100%. Graphics shall be provided as 300 DPI raster graphics. The document shall be converted to PDF Plus Text files prior to being written to the delivery media.

(3) **PDF Normal: Source** documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing OCR/ICR technology. All free standing standard character text larger than 6 point shall be edited to insure accuracy of 95% or greater. All converted numerics shall have an accuracy of 100%. Suspect characters shall be corrected. Color images and photographs shall be scanned and inserted. Graphics shall be provided as 300 DPI raster graphics. The original fonts and format of the document shall be maintained. The document shall be converted to PDF Normal files prior to being written to the delivery media.

(4) **Hyperlinking:** Hyperlinks shall be created for each item contained in the content reference pages of the document (e.g., Tables of Contents, Indexes). In addition, hyperlinks shall be created for all intact internal references. Bookmarks and Thumbnails shall be created for each document. PDF Normal processing of the documents is required prior to hyperlinking.

(5) **Application File: When** required by the ordering activity, an application (output) file from PDF converted documents (e.g., in a word processing format) shall be created. Application files shall be created after completion of any PDF document quality assurance and editing.

(6) **Accuracy:** The accuracy requirements for documents converted using optical recognition technology (e.g., OCR, ICR) shall be applicable to each page as specified by the ordering activity. The percent accuracy is defined as the number of correct characters per page (i.e., characters in the converted document that are the same as the corresponding character in the source document) divided by the total number of characters on the page multiplied by 100.

d. **Standard Graphic Markup Language (SGML) Tagging -** Paper documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing Optical Character Recognition (OCR) technology. All free standing standard character text larger than 6 point shall be proofed and edited to ensure accuracy of 99.5% or greater. All converted numerics shall have an accuracy of 100%. Graphics shall be provided as 300 DPI raster graphics. Tagged data shall be in accordance with the Document Type Definition (DTD) and the Style Sheet. Tagged data shall provide 100% parsing against the provided DTD. Intact internal references shall be tagged.

- (1) **Level I: Level I** SGML tagging shall consist of DTD's that are targeted at electronic browsers, which utilize a limited number of tags to describe the basic document.

- (2) **Level II:** Level II SGML tagging shall consist of DTD's that are targeted at complex publishing systems which require an increased number of tags, tag attributes, and specific structural relationships to produce the required printed document.

e. **HyperText Markup Language (HTML) Conversion - Conversion** shall be in accordance with the latest version of the W3C Recommendations (e.g., HTML Version 4.0) in effect on the date of order or as specified by the ordering activity.

f. **Extensible Markup Language (XML) Conversion - Conversion** shall be in accordance with the latest version of the W3C Recommendations (e.g., XML Version 1.0) in effect on the date of the order or as specified by the ordering activity.

g. **Graphics File Formats (e.g., GIF, JPEG)** – The specific graphic file format shall be as specified by the ordering activity.

h. **Application Files (e.g., Word, CAD, WordPerfect)** – The specific application file format shall be as specified by the ordering activity.

i. **CD-ROM Mastering:** Converted data shall be pre-mastered in accordance with ISO 9660, Volume and File Structure of CD-ROM Information Exchange specification using the latest version in effect on the date of the order or as specified by the ordering activity. CD-ROM masters shall be produced in accordance with industry standards as defined in the CR-ROM Yellow Book.

j. **CD-ROM Replication: Replicas** shall mark as specified by the ordering activity. Replicas shall be provided in CD-ROM.

## ACRONYMS AND DEFINITIONS

a. **ASCII** (American Standard Code for Information Interchange) – An 8 bit code representing English letters, characters and numbers. Seven bits are used to identify each individual entity (128 maximum) with one bit for parity. Extended ASCII uses of eight bits to represent up to 256 characters with no parity bit. Most computers use ASCII to represent text, which makes it possible to transfer data from one computer to another.

b. **BMP** (BitMaP) - The standard bit-mapped graphics format used in the Windows environment.

c. **Backfile Conversion** - Converts existing files for use in an imaging system.

d. **BCR** (Bar Code Recognition)- The recognition of bar code (i.e., A method of representing data by combining lines of varying width.).

e. **CCITT** (Consultative Committee on International Telephone and Telegraphy) – Sets standards for phones, faxes, modems, etc.

- f. **COLD** (Computer Output to Laser Disk) – The computer system contains files of ASCII data (from input or application programs) or bit-mapped files previously scanned from microfilm documents or pictures. These output files are compressed by a factor of 5-20:1 from the original documents and stored on WORM optical/laser disks.
- g. **DTD** (Document Type Definition) - A description of the types of tags allowed in a document as well as the order in which they appear.
- h. **FTP** (File Transfer Protocol) – An Internet protocol to move files from one computer to another.
- i. **Grayscale** – The binary range of a graphic representation between pure black and pure white. A scale of 256 shades of gray will be a better representation than 16 shades.
- j. **HTML** (Hypertext Markup Language) – HTML is a W3C standard (i.e., W3C HTML Recommendations) based upon SGML that is designed to specify the logical organization of a document. HTML instructions divide the text of a document into blocks called elements that define how the body of the document is to be displayed by the browser and those that define information about the document (e.g., title, relationship to other documents). Use of HTML instructions is based on detailed rules (e.g., the names of tags/elements, how they can be used), which are defined using SGML. There are three variants of HTML 4.0 (i.e., HTML 4.0 Transitional, HTML 4.0 Strict, and HTML 4.0 Frameset).
- k. **ICR** (Intelligent Character Recognition) – The conversion of scanned images (bar codes or patterns of bits) to computer recognizable codes (ASCII characters and files) by means of software/programs, which define the rules of and algorithms for conversion.
- l. **ITU-T** - CCITT renamed Telecommunication Standardization Section of the International Telecommunications Union.
- m. **JPEG** (Joint Photographic Experts Group) – A compression algorithm for color image files.
- n. **Optical Character Recognition** – The computer processing/conversion of scanned images both full text and forms to computer recognizable codes (ASCII letter, numbers, and characters).
- o. **PDF** (Portable Document File) – PDF is a standard (i.e., Portable Document Format Reference Manual) provides a way of distributing, viewing, and printing documents with consistent appearance across a number of computer platforms. Files created from printed documents closely match the paper version – including graphics, photographs, and fonts – and are compressed for easy downloading and distribution. To view a .pdf file, an Adobe Acrobat Reader must be installed on the computer.
- p. **SGML** (Standard Generalized Markup Language) - SGML is an ISO Standard (i.e., ISO 8879), which delineates a methodology of describing architecture for information exchange. SGML is a synthesis of three things: A Document Type Definition (DTD), a style sheet, and tagged data. The DTD describes which tags are allowed. The style sheet describes how the corresponding tag is to be formed. The tagged data is the document, in which every piece of data is "tagged", using tags defined in the DTD and Style Sheet.
- q. **Style Sheet** – Describes how the SGML tag is to be formed.

r. **TIFF** (Tagged Image File Format) - One of the most widely supported files formats for storing bit-mapped images (8-bit color and grayscale) on personal computers. Includes several types and groups, which are compressed and uncompressed.

s. **XML** (extensible Markup Language) – XML is a W3C standard (i.e., W3C XML Recommendations) that could revolutionize the way intranet applications and document and non-document content are built and managed. XML promises "write once, publish anywhere" simplicity to users who don't have to become experts in Web programming languages. XML is an "instance" of SGML.

t. **WORM** (Write Once Read Many) - Permanent optical storage method where data once written, cannot be erased or altered.

u. **W3C** (World Wide Web Consortium) – W3C is an international industry consortium, which was founded in 1994 to lead the World Wide Web in developing common protocols that promote its evolution and ensure its interoperability. W3C develops standards, which are published in the form of "Recommendations".

21.	List of service points:	Edmond, OK. 73013
22.	List of participating dealers:	N/A
23.	Preventative Maintenance:	N/A
24a.	Special attributes:	N/A
24b.	EIT information:	N/A
25.	DUNS number:	15-392-5649
26.	CCR registration:	Has registered with CCR
27.	Tax ID:	73-1494116
28.	CAGE Code	1GJV9

<b><u>GSA/FSS FSC GROUP 36 PRICELIST</u></b>
--

SIN 51-506

BUSINESS IMAGING SYSTEMS, INC.  
PRICING FOR SERVICES

<u>Labor Category</u>	<u>Government Discount</u>	<u>Commercial Rate Hourly/Daily</u>		<u>Government Rate Hourly/Daily</u>	
<b>Content Management Application Developer</b>	<b>12.0%</b>	<b>\$185.00</b>	<b>Hourly</b>	<b>\$162.80</b>	<b>Hourly</b>
<b>Project Manager</b>	<b>35.2%</b>	<b>\$185.00</b>	<b>Hourly</b>	<b>\$120.00</b>	<b>Hourly</b>
<b>Workflow and Content Consultant</b>	<b>39.0%</b>	<b>\$185.00</b>	<b>Hourly</b>	<b>\$113.00</b>	<b>Hourly</b>
<b>Content Systems Integrations Specialist/Technician</b>	<b>43.3%</b>	<b>\$185.00</b>	<b>Hourly</b>	<b>\$105.00</b>	<b>Hourly</b>

<u>Description</u>	<u>Unit/Quantity</u>	<u>GSA Price</u>
Turnkey Solution	Image	\$0.10
Document Pick-Up / Delivery Base Rate	N/A	\$30.00
Document Pick-Up / Delivery Mileage	Mile	\$0.11
Document Preparation	Hour	\$20.00
Page Scanning – 8 ½ x 11	Image/ 0-500,000	\$0.06
Page Scanning – 8 ½ x 11	Image/ 500,000-1,500,000	\$0.05
Page Scanning – 8 ½ x 11	Image/ 1,500,000-3,000,000	\$0.05
Page Scanning – 8 ½ x 14	Image/ 0-500,000	\$0.07
Page Scanning – 8 ½ x 14	Image/ 500,000-1,500,000	\$0.06
Page Scanning – 8 ½ x 14	Image/ 1,500,000-3,000,000	\$0.06
Page Scanning – 11 x 17	Image/ 0-500,000	\$0.11
Page Scanning – 11 x 17	Image/ 500,000-1,500,000	\$0.09
Page Scanning – 11 x 17	Image/ 1,500,000-3,000,000	\$0.09
Page Scanning – Large Format	0-500,000	\$1.50
Page Scanning – Large Format	500,000-1,500,000	\$1.00
Page Scanning – Large Format	1,500,000 - 3,000,000	\$0.75
Document Indexing	Image/ 1-4 Fields	\$0.0176
Document Indexing	Image/ 5-10 Fields	\$0.0264
Document Indexing	Image/ 10+ Fields	\$0.0352
Data & Microfilm Conversion	Image	\$0.03
Document Re-Build	Image	\$0.0176
Document Retrieval	½ Hour	\$20.00
Document Print/ Fax	Image	\$0.50
CD Mastering	Master	\$15.00
CD Mastering	Copy	\$5.00
Document Storage	Month/ Cubic Foot	\$0.044
Document Destruction - Recycle	Pound	\$0.132